

FINANCE, INFRASTRUCTURE AND PERSONNEL COMMITTEE

Membership: 4 Directors + Business Director

Quorum: A minimum of three Directors

Meetings: The committee shall meet at least once a term and as required.

Functions:

- 1 To establish and maintain a three year financial plan, taking account of projected pupil numbers. F
- 2 Taking account of the Academy Development Plan priorities, to review and approve the indicative funding for the Academy, notified annually by the DfE, in consultation with the Principal, drawing any matters of significance or concern to the attention of the Board of Directors .F
- 3 To consider and recommend acceptance or non acceptance of the Academy's budget at the start of each financial year. F
- 4 To monitor the Academy's income and expenditure throughout the year in accordance with the financial regulations of the EFA and report the financial situation to the Board of Directors each term F
- 5 To contribute towards the preparation of the Academy Development Plan and monitor progress on the implementation of the plan. F
- 6 To liaise with and receive reports from the Standards, Personalisation and Curriculum Development Committee and Health and Safety Committee, as appropriate, and to make recommendations to the committee about the financial aspects of matters being considered by them. F
- 7 To make recommendations to the Board of Directors on the level of financial delegation to the Finance and Premises Committee in relation to the maximum value of a single transaction and the maximum value of virement. F
- 8 To make recommendations on the level of financial delegation to the Principal in respect of expenditure and virement; this delegation to be considered with the Funding Agreement and the Financial Memorandum. F
- 9 To prepare the financial statement to form part of the annual report of the Directors to parents, and for filing in accordance with the Companies House and Charities Commission requirements. F
- 10 To ensure that agreed levels of delegation are recorded in writing. F

- 11 To ensure that the school operates within the Financial Regulations for Academies. F
- 12 To recommend external auditors for approval by the full Board of Directors. F
- 13 To receive and, where appropriate, respond to periodic audit reports on the Academy budget and other funds administered by school staff. F
- 14 To receive auditors reports and record to Board of Directors action as appropriate in response to audit findings. F
- 15 To review periodically and adopt the Academy's charging and lettings policies.F
- 16 To review periodically and adopt the Academy's policy on directors' expenses.F
- 17 To undertake, with the Principal, an annual review of the Academy's financial and premises management to contribute to the Academy's review or its Key Indicators of Performance. I
- 18 Annually to undertake a review of the priorities for maintenance and development of the site and buildings. I
- 19 To monitor the maintenance, repairs and redecoration programme. I
- 20 To undertake any other tasks related to financial matters or premises as required by the Board of Directors. F
- 21 To approve any policies or documents required for the Academy to meet the Financial Management Handbook for Academies. F

Specific Terms: Personnel

1. To agree annually, or as required, the staffing structure in consultation with the Principal - P
2. To review teachers' salaries and those of the Principal and vice principals annually as required by the Teachers' Pay and Conditions Document, and to take decisions relating to changes in salary P
3. To review periodically the salaries of non teaching staff and, where appropriate. Approve alterations to salaries. However, it is a delegated function of the Principal to approve any increments for support staff within their agreed salary range. P
4. To review procedures for the selection and recruitment of staff (except the Principal and Vice Principals) in accordance with the B of D schedule of delegation P
5. To monitor the impact of the performance management adopted and review annually the Performance Management Policies and Pay Policies. P
6. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence P
7. To consider any appeal against a decision on pay grading or pay awards P

8. To oversee the planned academy programme for continuous professional development – aiming for value for money and benefit to learning & learners and including practice-based research and accredited pathways (considering and agreeing financial subsidy for the same). P
9. To ensure that the B of D's work within its adopted personnel policies and consider and adopt any new or revised personnel policies and procedures. P

Specific Terms – Curricula Falls into Finance and HR

- 1) To consider the financial and staffing implications arising from recommendations about the curriculum F/P
- 2) To monitor school visits and adopt and review periodically the policy on school visits and practice P

Specific Terms – Local, National and Partnerships

- 1) To strategically plan for and to monitor the development of primary stakeholder engagement (parents/carers/, students, staff, directors) Board Level
- 2) To strategically plan for and to monitor the Local, National and international partnerships and extended provision development and impact of secondary stakeholder engagement (Teaching School, other educational settings, local and regional businesses) Local, National and international partnerships and extended provision Board Level
- 3) To strategically plan for and to monitor the development and impact of agency work in regard to pastoral support and provision for wellbeing. P
- 4) To strategically plan for and to monitor the development and impact of international partnerships and – at school, leadership, management, teacher, support, administrative, governance, infrastructure and student/family levels. Board Level

Terms of Reference Agreed – 15 October 2015

Signed

To be reviewed in the Autumn Term 2017